

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEMS OF CARE**

**TRANSFER or PROMOTIONAL OPPORTUNITY  
Senior Typist Clerk**

**TIES for Families – South Bay**

RESTRICTED TO DEPARTMENT OF MENTAL HEALTH EMPLOYEES

- TIES for Families, is seeking a highly motivated, organized and competent individual to fill the full-time position of Senior Typist Clerk. TIES for Families is a child and family clinic in Torrance that facilitates the adoption of children birth to eighteen who are in foster care, when return to their birth parents is not possible. Services are also offered to birth families that have Department of Child and Family Services (DCFS) involvement or at high risk of having their children detained.
- **RESPONSIBILITIES:**
  - ✦ Prepare various monthly and quarterly reports for clinic.
  - ✦ Prepare termination, transfer, volunteer and new staff paperwork including systems access.
  - ✦ Some data entry of billing into DMH Integrated System.
  - ✦ Follow up on special request orders, private insurance billing etc.
  - ✦ Supervise ITC clerical staff.
  - ✦ Other required duties as assigned.

**DESIRABLE QUALIFICATIONS:**

- ✦ Excellent interpersonal, oral and written communication skills.
- ✦ Excellent organizational skills.
- ✦ Strong computer skills in the use of MS- Excel, MS-Word, Outlook.
- ✦ Work well with multidisciplinary team.
- ✦ Ability to work independently and as a team.

Interested applicants holding the payroll title of Senior Typist Clerk should submit their resume, last two Performance Evaluations and last year of master time card records by July 10, 2013 to:

**Karen Rathburn, Ph.D., Program Manager**  
**TIES for Families**  
**21081 Western Avenue, Suite 295 Torrance, CA 90501**  
**Telephone: (310) 533-6611**  
**Fax: (310) 787-9036**  
**[krathburn@dmh.lacounty.gov](mailto:krathburn@dmh.lacounty.gov)**